

**NATIONAL ACADEMY OF SCIENCES - NATIONAL RESEARCH COUNCIL
COMMISSION ON LIFE SCIENCES
BOARD ON RADIATION EFFECTS RESEARCH**

**STATEMENT OF WORK
JANUARY 1, 1997 - SEPTEMBER 30, 2001**

**CONTINUATION OF SUPPORT OF THE ACTIVITIES OF THE
NATIONAL ACADEMY OF SCIENCES IN RELATION TO THE
RADIATION EFFECTS RESEARCH FOUNDATION**

SPECIFIC AIMS

To continue the National Academy of Sciences/National Research Council (NAS/NRC) activities related to the long-term follow-up of the health of the survivors of the atomic bombings being conducted at the Radiation Effects Research Foundation (RERF) laboratories in Hiroshima and Nagasaki, Japan. The NAS/NRC will serve as scientific and administrative liaison between the U.S. Department of Energy (DOE) and the RERF and will perform tasks in the following program areas: Scientific Oversight, Information/Public Interface, Fiscal Oversight, and Personnel Management.

The Statement of Work will be supplemented, at the beginning of each RERF fiscal year (April), with an addendum outlining specific goals (agreed upon by NAS and DOE) for that year.

I. Scientific Oversight

The NAS/NRC will monitor and review the progress of scientific programs at the RERF and will provide advice and recommendations regarding the program and its conduct to the RERF and DOE. This task will be accomplished by:

- a) With the RERF and American members of the Science Council and the Board of Directors, and based on a shared vision with the DOE and other parties, as appropriate, implementing recommendations outlined in the Blue Ribbon Panel report concerning the scientific management of the RERF, including the institution of peer review;
- b) Evaluating research initiatives at the RERF in terms of their contribution to the RERF mission and the merit of their continuation, and making those evaluations available to the RERF and to the DOE;

- c) Distributing the RERF publications and other materials to members of the Board on Radiation Effects Research (BRER), Commission on Life Sciences (CLS), and other interested parties within the NAS/NRC for their information and review, and to DOE;
- d) Presenting status reports and discussion of RERF programs during each meeting of BRER (two or three times per year) followed by communication of any recommendations or observations, as appropriate, to Permanent Directors at the RERF;
- e) Attending the annual RERF Science Council and Board of Directors meetings followed by reports to BRER, CLS, and the Executive Office of the NAS/NRC; and
- f) Supporting the activities of the NAS Committee on Dosimetry for the RERF.

II. Information/Public Interface

The NAS/NRC will provide the U.S. and international scientific community with information on the scientific activities and related matters at the RERF. This task will be accomplished by:

- a) Addressing, based on a shared vision with DOE and other parties, as appropriate, recommendations outlined in the Blue Ribbon Panel Report concerning fostering collaborations, including programs of exchange, between the RERF and universities/organizations worldwide interested in radiation science;
- b) Serving as a repository and distribution center for all ABCC/RERF materials;
- c) Maintaining liaison with DOE and other interested governmental and nongovernmental agencies with respect to scientific program, staffing, and funding. This task will be accomplished by such activities as participation in meetings, workshops and seminars in which briefings on RERF programs, accomplishments, and issues are presented and discussed;
- d) Publicizing, together with DOE, RERF programs to various audiences; and
- e) Facilitating interactions between the RERF and trainees and scientists associated with the DOE Radiation Health Effects Fellowship Program.

III. Fiscal Oversight

The NAS will ensure financial accountability and fiscal restraint of RERF operations, through:

- a) Assisting the RERF in addressing the recommendation in the Blue Ribbon Panel Report regarding transferring resources from studies that are not promising to other areas;
- b) Negotiating a new agreement with the RERF;
- c) Administering an annual financial audit, in accordance with A-122 and the Generally

Accepted Accounting Principles;

d) Reviewing the RERF budget and actual expenditures of the RERF monthly to assure they are in agreement with the annual budget. The NAS/NRC will ensure that scientific and budget elements of extramural work activities of American staff at the RERF are clearly documented and provided to DOE. Recommendations will be made to the DOE regarding cost-saving measures, expenditures, and performance improvement;

e) Administering the close-out audit at RERF at completion of the prime grant between the NAS/NRC and the DOE. The RERF will maintain the books and records, and provide access to such records by the independent auditors; and

f) Participating in ongoing planning for long-term funding and management of the RERF.

IV. Personnel Administration

The NAS/NRC will be responsible for::

a) Advertising for, recruiting, and filling open scientific staff positions, based on RERF needs and availability of funds;

b) Based on a shared NAS-DOE vision, participating in the nomination of Scientific Councillors, Visiting Directors, and Permanent Directors;

c) Regularly reviewing the current compensation system to ensure appropriateness and comparability to other expatriate compensation systems, and make modifications as appropriate;

d) Assisting each NAS staff member at the RERF with services, such as the acquisition of work visas, storage of household goods, relocation arrangements, home leave arrangements, and arrangements for emergency medical leave when necessary.

V. Management/Reporting Activities

The NAS/NRC will:

a) Based on annual strategic planning sessions, submit to the DOE (in March of each year for the Japanese funding year beginning April 1), an annual work proposal for the upcoming year for the services it manages under each of the above program areas. The plan should be in place on April 1 of each year. As a minimum, the plan will contain: a) a list of goals and milestones for the upcoming year (to be attached as an addendum to the statement of work); and b) budget information;

b) Meet with DOE staff bi-monthly to discuss progress in meeting shared goals identified at the beginning of each performance period;

c) Submit a comprehensive written progress report to DOE in July each year, which outlines progress as follows:

I) Scientific Oversight:

Report to include activities accomplished and underway as part of this task, including activities of NAS/NRC and RERF personnel, as well as information on RERF scientific progress;

Report also to include a summary of the activities of the RERF Dosimetry Committee (in addition to those provided to DOE immediately following Dosimetry Committee meetings), and advice to DOE and others on cost-effective ways to address dosimetry issues related to the RERF;

II) Information/Public Interface

Report to include activities accomplished and underway, including talks/seminars given, visits made, articles and papers published, other information initiatives, etc;

III) Fiscal Oversight

Report to include a detailed financial summary for the previous 12 months, an outline of cost-savings activities and any recommendations for cost-savings for the upcoming year; and a report on all audits or reviews conducted;

IV) Personnel Administration

Report to include an update on recruitment, hiring, compensation issues, personnel services and related tasks.